

**HUMAN RESOURCES
OFFICE OF RESOURCE PLANNING**

PO Box 942883
Sacramento, CA 94283-0001



Date: June 11, 2012

To : All Impacted Correctional Officers

Subject: **PUBLIC SAFETY REALIGNMENT – WAVE 2 STATEWIDE BID PROCESS**

This letter provides vital information regarding the Statewide Bid (SWB) Process. If you are receiving this letter it means you may be impacted during Wave 2.

PURPOSE OF THE STATEWIDE BID: The purpose of the SWB process is to (1) provide employees with an opportunity to transfer in order to improve their chances of retaining employment with the California Department of Corrections and Rehabilitation (CDCR) and (2) move people to locations where there are jobs available.

ELIGIBLE PARTICIPANTS: Correctional Officers (COs) working at identified overage institutions are able to participate in the SWB. As such, if you are receiving this letter, it does not necessarily mean that you will be ultimately impacted by layoff at the end of Wave 2. However, there will be many CO reductions and you must weigh your options carefully.

TRANSFER OPTIONS: To the extent there are vacancies, Correctional Officers may bid to identified CO vacancies through the SWB. **Note:** Parole Agents, Correctional Counselors and Fire Captains will also have the opportunity to bid into CO vacancies.

THOSE WHO SHOULD CONSIDER PARTICIPATING IN THE SWB:

- Correctional Officers from identified overage institutions with lower seniority may be afforded the opportunity to bid OUTSIDE of their county through the SWB. These out of county options would not otherwise exist except through the SWB.

POSITIONS AVAILABLE FOR BID: All statewide vacancies identified in the attached "Statewide Bid Process Selection Worksheet" are available for SWB transfer requests. They include Permanent Full-Time positions (which are designated as 1.0) and Permanent Intermittent Correctional Officer (PICO) positions (which are designated as INT). All SWB awards will be made based on Bargaining Unit 6 seniority. **Note:** Because the SWB is being offered outside the layoff process, Qualifying Military Points will not be included for the purpose of determining your seniority for the SWB.

IMPORTANT NOTE REGARDING CAMPS/PATTON STATE HOSPITAL/TRANSPORTATION:

For purposes of both the SWB as well as layoff, camp employees shall be tied to the following hiring authority institutions (as opposed to the county in which the camps are physically located): CCC, CIW and SCC. Patton State Hospital shall be tied to CRC and transportation hubs will be tied to the county in which the hub is located.

RESOURCES AVAILABLE TO HELP YOU WITH YOUR DECISION:

- County Over/Under Reports, which list vacancies and overages by classification are posted in agreed upon locations throughout your institution.
- Seniority Scores are posted in agreed upon locations throughout your institution. The seniority scores released by CDCR Headquarters are the official Seniority Scores for layoff purposes.
- “Frequently Asked Questions” are posted in agreed upon locations throughout your institution.
- The resources above as well as additional information are available at <http://www.cdcr.ca.gov/layoffresources>.

BENEFITS FOR ELIGIBLE EMPLOYEES: Per Diem will only be paid if the new institution/work location is fifty (50) miles or more from the current institution/work location. Per Diem shall be paid to eligible employees in two payments: half prior to transferring to the new work location and the other half during the first week of physically working (not using leave credits) at the new work location. The following are the per diem amounts:

Voluntary Transfer to HDSP, PBSP and CCC	Voluntary to All Other Locations
\$125 x 30 days = \$3750	\$85 x 30 days = \$2550

Administrative Time Off (ATO) – Additionally, staff moving within six (6) months of their report date will be given the following amounts of ATO dependent upon how far they move.

100-200 miles	200+ miles	400+ miles or 100+ miles to move to HDSP, PBSP and CCC
8 hours + Up to 10 days of Available Leave credits	16 hours + Up to 10 days of Available Leave credits	24 hours + Up to 10 days of Available Leave credits

OTAPS/PICOS: The Wave 2 PICO numbers do not incorporate anticipated attrition between now and when people are laid off on October 30, 2012. As a result, between the SWB and the layoff, people will leave the department and create new vacancies. The vacancies created by attrition from now through mid-July will be available for PICOs (and remaining OTAPs) to roll up to Permanent Full-Time. By mid-July, however, that roll up process will be frozen in order to identify the number of vacancies available for purposes of layoff options in impacted counties.

BID PROCESS: After reviewing the information listed above and weighing your options, you must opt in or out of the SWB on the “Statewide Bid Process Selection Worksheet” (attached). If you choose to “opt in,” you must indicate your interest in available vacancies and rank your selections in order of preference on the worksheet. If you do not submit your worksheet by the due date, it will be considered as “opting out” of the SWB process.

Completed Worksheets must be received by the Office of Resource Planning (ORP) by the due date listed on the worksheet and may be submitted via facsimile or e-mail (scanned copy in PDF format). **Late submissions will not be accepted.**

In overage counties, only the number of people that comprise the overage will be permitted to bid out. For example, if an institution needs to reduce 20 COs, the 20 most senior COs who participated will be given a SWB award (even if 40 people submit a bid).

Once the results of the SWB have been determined and bids assigned, you will receive a SWB award letter that will include a report date of at least 14 days from the date of the award. You may be granted a change in the report date by agreement between your releasing and receiving worksites.

In the event that you participate in the SWB and are awarded a transfer, the transfer is binding and irrevocable, and you are expected to report. If you do not report to your new work location on the date listed in the award letter, you will be subject to AWOL Separation.

NO GUARANTEE AGAINST FUTURE IMPACT: You are strongly encouraged to review all of the information available to you to analyze whether and/or where you should move (taking into account your seniority, whether a county is more or less likely to be ultimately impacted and personal circumstances). Because the movement in SWB process and the layoff decisions are based upon seniority (as well as personal and demotional bumping patterns), it is not possible to forecast what will specifically happen to any individual. Moreover, there is no way to foresee what might happen in an employee's current location/county.

The Wave 2 SWB is designed to give people the opportunity to make personal and professional choices that will enable the most number of people to stay employed with CDCR as possible. We understand these are uncertain times and in some cases life changing decisions for both you and your family. Please utilize the employee resources available to you on CDCR's Office of Employee Wellness website at <http://www.cdcr.ca.gov/Wellness/index>.

If you have any further questions, please contact the ORP Customer Service Unit at (877) 297-5599.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stacy Lopez-Kassis', with a long horizontal flourish extending to the right.

STACY LOPEZ- KASSIS, Chief
Office of Resource Planning

Attachments